

WBUonline

School of Business

# UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success and service to God and humankind.

# COURSE NUMBER & NAME

BUAD 5304 – VC01, Ethics

# TERM

Summer, 2020 (May 25 – August 8)

# INSTRUCTOR

Dr. Richard Boyer

# CONTACT INFORMATION

* **Office/Cell phone:** 520 220 2377
* **WBU Email:** [boyerr@wbu.edu](mailto:boyerr@wbu.edu)

# OFFICE HOURS, BUILDING & LOCATION

Online Mon. – Sat. 8 am – 6 pm

# COURSE MEETING TIME & LOCATION

Online via Blackboard

# CATALOG DESCRIPTION

Systematic overview of normative ethics and a comprehensive discussion of contemporary moral issues including analysis of case studies; ethical implications of employment law, diversity management and corporate sustainability.

# PREREQUISITE

None

# REQUIRED TEXTBOOK AND RESOURCE MATERIAL

*Business & Professional Ethics for Directors, Execs & Accountants* by Brooks &

Dunn (8th ed. 2018); CENGAGE; 9781305971455. **Please note that your textbook   
is an eTextbook and the cost is included at registration. If you want to buy a hard copy that is fine but you must OPT-OUT of the eTextbook in the classroom link prior to June 9 or be charged**.

# OPTIONAL MATERIALS

Robert Perrin’s *Pocket Guide to APA Style* (6th ed.); CENGAGE; ISBN-13: 978-1305969698 and ISBN-10: 1305969693

# COURSE OUTCOMES AND COMPETENCIES

* Identify ethical issues and business solutions in developing a practical decision matrix.
* Apply ethical solutions to assets and personnel in a business setting.
* Communicate effectively in writing and orally, clearly and succinctly ethical decisions and the reasoning to all those who are or maybe impacted by your communication.
* Create, prepare, & produce an ethics program with all the components.

# ATTENDANCE REQUIREMENTS

WBU online (Virtual Campus) - Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in this online course means “active participation” and described as “Weekly Participation-Attendance (WPA) which means at a minimum every week each student is required to log into the course and in addition to logging into the course “participate” in the course on Blackboard which can be shown by: (a) posting comments and/or replies on discussion boards, or (b) working on and/or submitting/completing assignments, or (c) communicating with the instructor via WBU email, or (d) spend at least .2 (12 minutes) in the course each and every week of the 11-week term to avoid being marked absent for any given week. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 3 or more weeks of an 11 week term, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given term is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course, but rather the student must be “participate” as described above. This and additional

attendance and participation policies as defined by the professor in this course syllabus, are considered a part of the university’s attendance policy.

# STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# DISABILITY STATEMENT

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# COURSE REQUIREMENTS and STANDARD GRADING CRITERIA

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| --- | --- | --- | --- | --- | --- |
| **Subject of Evaluation** | **Percentage** | **Points** |  | **Course Grade** | **Percentage** |
| Unit I & II Discussion Boards | 25 % | 100 |  | **A** | 90 - 100 |
| Unit III Ethics Program Plan (EPP) | 25 % | 100 |  | **B** | 80 -89 |
| Quizzes | 25 % | 100 |  | **C** | 70 -79 |
| Final Exam | 25 % | 100 |  | **D** | 60 -69 |
| Total | 100% | 400 |  | **F** | Below 60 |

An incomplete may be given within the last two weeks of a long term or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long (10 to 15 weeks) term, unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

# STUDENT GRADE APPEALS

“Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be

upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# TENTATIVE SCHEDULE

## Unit I (May 25 – June 14)

* **Reading:** PART I, Ch.1 – 6, PART II Ch. 7 – 12 and PART III Ch. 24 - 27
* **Bio and Ice breaker:** post on ***Bio Board*** by **May 31st**
* **Unit I Discussion Board – Pt. 1 (50 pts.) -** Post answer to the Discussion Board question. Do not post a "Reply" to another student’s post which you will do in Unit II as Pt. 2 on the Unit II Discussion Board.
* **Quiz I:** Complete the Quiz I open-book quiz by the end of the Unit I

***May 25 – Memorial Day} no assignments due; student’s option to work on course***

## Unit II (June 15 – July 2)

* **Reading**: PART IV, Ch. 21 – 23, and PART V Ch. 24 - 27
* **Unit II Discussion Board – Pt. 2 (50 pts.) -** post a "Reply" to another student’s post as to whether you agree/disagree and why with the other student's post.
* **Quiz II:** Complete the Quiz II open-book quiz by the end of Unit II

***July 3 - 5 – Fourth of July} no assignments due; student’s option to work on course***

## Unit III (July 6 – July 25)

* **Reading:** PART VI, Ch. 28 – 32, PART VII Ch. 33 – 36, and PART VIII Ch. 37 -39
* **Ethics Program Plan (EPP) (100 pts.):** Submit by end of Unit III
* **Quiz III:** Complete the Quiz III by the end of the Unit III

## Unit IV (July 25 – August 8)

* **Reading:** PART IX, Chapters 40 – 44, and PART V Ch. 45 – 46
* **Quiz IV:** Complete the Quiz IV open-book quiz on Ch. 10 – 12
* **Final Exam (100 pts.):** end-of-course traditional closed-book 100 question final exam in last week

1. **NO LATE ASSIGNMENTS**

To receive credit for any assignment it must be submitted in the course on Blackboard and as a general rule assignment will not be accepted after their respective due dates except on rare occasions where the student has received permission from the professor to submit an assignment late which will only be granted in exigent circumstances as determined by the professor.